UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1349

THE OFFICE OF COURT ADMINISTRATION - DIVISION OF TECHNOLOGY AND COURT RESEARCH IS SEEKING APPLICATIONS FOR A POSITION IN THE ANALYST SERIES. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

POSITION TITLE:	Principal Court Analyst	JG: 23

BASE SALARY: $79,805 + $4,635 Location Pay (NYC only)

QUALIFICATIONS: One year in the Senior Court Analyst title; or Bachelor's degree from an accredited college or university and three (3) years of relevant experience; or Master's degree in Public or Business Administration from an accredited college or university and two (2) years of relevant experience; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: With substantial independence from supervision, Principal Court Analysts work individually or as team leaders on projects that involve research and confidential analysis, planning, and other related work in one or more of the following areas: budget development and court finance; personnel administration; resource allocation; and court system management and administration. As team leaders, Principal Court Analysts supervise Senior Court Analysts, Court Analysts, and Junior Court Analysts assigned to a single study component of a large and complex project.

ASSIGNMENT: This position is for the Court Research data team. The candidate will assist with the preparation of policy-related administrative and public facing reports. Excellent writing skills with a proven ability to create data driven recommendations is required. A willingness to learn new software and work independently, with great attention to detail, is required. Relevant experience including employment in a criminal justice/government field or as a data analyst/research scientist is highly preferred. Statistical software (SAS, SPSS, R) experience is preferred. A two-page writing sample showing an analysis of data and key takeaways is required for the candidate's application to be considered.

POSITION TITLE:	Management Analyst	JG: 25

BASE SALARY: $88,976 + $4,635 Location Pay (NYC only)

QUALIFICATIONS: One year in the Principal Court Analyst title; or Master's degree in Public or Business Administration from an accredited college or university and three (3) years of relevant experience; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Management Analysts are responsible to the Director of the Division of Technology & Court Research, or to other court administrators and administrative judges, for supervising a number of on-going projects involving confidential research, analysis, planning, and policy formulation related to court administration and management. Management Analysts also participate in complex projects under the direction of Senior and Principal Management Analysts, work with substantial independence from supervision on individual research projects, and perform other related duties.

ASSIGNMENT: This position is for the Court Research data team. The candidate will be responsible for the preparation of policy-related administrative and public facing reports. Responsibilities include evaluation research on court and legislative initiatives and disseminating information to stakeholders. The candidate will be managing high profile projects that require collaboration with other departments, such as the Counsel's Office and Human Resources. The candidate must be able to synthesize data points into consumable plain language reports. Excellent writing skills with a proven ability to create data driven recommendations is required. A willingness to learn new software and work independently, with great attention to detail, is required. Relevant experience including employment in a criminal justice/government field or as a data analyst/research scientist is highly preferred. SQL, Business Intelligence tools, and statistical software (SAS, SPSS, R) experience is highly preferred. A two-page writing sample showing an analysis of data and key takeaways is required for the candidate's application to be considered.

LOCATION: OFFICE OF COURT ADMINISTRATION
DIVISION OF TECHNOLOGY & COURT RESEARCH
125 JORDON ROAD, TROY, NY OR 25 BEAVER STREET, NEW YORK, NY.

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this Court or agency within the next six (6) months.

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at www.nycourts.gov/careers/UCS5.pdf) and a cover letter and resume by mail to:

Gail Testo
Senior Management Analyst
Office of Court Administration, Division of Technology & Court Research
125 Jordan Road
Troy, NY 12180
dotapply@nycourts.gov

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.

POSTING DATE: June 28, 2023   **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 26, 2023

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.